

**Washington State Arts Commission
Grants to Organizations Project Support (PS)
Small Arts Organizations (Level A)
Midsize Arts Organizations (Level B)
Large Arts Institutions (Level C)**

**Final Report Requirement
Fiscal Year (FY) 2014 ending 6/30/14**

Report Deadline: August 1, 2014 Submittal of the Final Report is the last contractual requirement for each Grants to Organizations grant award. The Final Report provides documentation of the services provided under the grant, meets the requirements of the State of Washington for audit compliance, meets the requirements for ArtsWA receipt of funding from the National Endowment for the Arts (NEA), and provides statistics used for ArtsWA reports to the state Budget Office, State Legislature, NEA, and Congress. Failure to submit the final report by the deadline may result in a 10% penalty deducted from any subsequent ArtsWA grant contract.

NEW this year: Final Reports Submitted Online

All Final Report materials must be submitted through our online grants system: <http://wsac.culturegrants.org>. Your Final Report materials are connected to your application materials, with specific information from your application pre-populated into your Final Report form. You will be able to access your Final Report materials by using the same user ID and password you used to submit your application. Once you login to the system, you will find directions under the *My Forms* tab on how to access the final report forms.

Final Report Components

1. General Information and Statistical Data
2. Narrative Project Evaluation
3. Final Project Budget
4. Copy of Letter to Legislator
5. Published materials from the organization giving credit to ArtsWA and the NEA for the financial support provided to the organization through the grant award

More details about each component is available at <http://wsac.culturegrants.org>

ArtsWA Use of Final Report Materials

As your grant contract with ArtsWA notes, ArtsWA retains the right to use all or a portion of your final report materials such as text, photographic images, and videos for illustrating the use of state funds for the public good. Use of these materials by ArtsWA may include publication on our website, in press releases, internal documents, in email announcements and newsletters, or any other printed or electronic media, including social media.

By submitting photo images, video, and other program documentation, the grantee gives permission for such use and represents that they have the right to authorize the use of such materials by ArtsWA. This includes ensuring the necessary parental permission for photos and videos of children under 18 years old. It is solely the responsibility of the grantee to obtain these permissions from relevant artists, creators, and subjects in material that is provided to the ArtsWA.

Media Specifications and Captions

Please submit up to five digital images at the highest resolution possible in either JPEG or TIFF file formats. Videos should be no longer than 4 minutes and must be submitted either via YouTube or Vimeo links.

Please provide captions for all images submitted. The captions should identify the first and last names of the people in the image, if their faces can be seen and are identifiable; the names of any artists whose work is in the image; where the image was taken and the date; and brief description of the significance of the image. The caption must also include the first and last names of the photographers/videographers to ensure appropriate credit. This information should be included in the "Description" text box when you upload your images/videos on the Grants Online system.

Questions ?

Contact Mayumi Tsutakawa, Grants to Organizations Program Manager at mayumi.tsutakawa@arts.wa.gov (360.586.0424)

Or Christel Ratliff, Program Coordinator at 360.586.0026 or christel.ratliff@arts.wa.gov.

Thank you!